



United States Bankruptcy Court

Middle District of Florida, Orlando Division
135 W. Central Blvd., Suite 950
Orlando, Florida 32801

Memorandum from
Karen S. Jennemann

DATE: November 1, 2008

TO: Parties in Interest Requesting to Appear by Telephone

SUBJECT: Telephonic Hearing Procedures

In order to assist parties and their attorneys in requesting telephonic hearings before Judge Jennemann, the following procedures shall apply:

1. Telephonic hearings are considered a privilege, not a right.
2. Telephonic hearings are granted at the discretion of the assigned judge.
3. Any party may request to appear by telephone; however, unless special circumstances are demonstrated, generally only those parties or their counsel who are not located in the Orlando Division of the United States Bankruptcy Court for the Middle District of Florida will be allowed to appear by telephone.
4. Unless an emergency arises, all requests for telephonic hearings must be made **at least seven days** prior to the scheduled hearing date.
5. All requests shall be made to the Acting Courtroom Administrator, Vicki Conrad, at 407.648.6365, Ext. 6904. The requesting party must supply an appropriate telephone number to Ms. Conrad at the time the initial request for the telephonic hearing is made.

6. If a request for a telephonic hearing is granted, the requesting party must be available at least five minutes prior to the scheduled hearing and for one hour following the scheduled hearing time, unless the hearing concludes earlier. If the requesting party is not immediately available at the designated time, the hearing will proceed without the requesting party. If an attorney cannot be located by a receptionist or if the Courtroom Administrator accesses an attorney's voicemail, the requesting party will lose the right to participate in future telephonic hearings.
7. Telephonic hearings are not permitted for preliminary hearings on motions for relief from stay, evidentiary hearings, or hearings conducted in connection with a Chapter 13 case. As such, telephonic hearings generally only will be held in connection with Chapter 7 hearings, Chapter 11 hearings, and adversary proceeding hearings. **No evidentiary hearing will be conducted by telephone.**